
**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Confirm Appoint of Assistant County Manager

DEPARTMENT: County Manager Office

DIVISION:

AUTHORIZED BY:

CONTACT: Sharon Peters

EXT: 7211

MOTION/RECOMMENDATION:

Confirm appointment of Sabrina O'Bryan as Assistant County Manager effective December 17, 2007.

County-wide

Cynthia Coto

BACKGROUND:

In accordance with Section 2.3B(1) of the Seminole County Charter, this is to request the Board of County Commissioner's confirmation of the appointment of Sabrina O'Bryan, as the Assistant County Manager, at an annual salary of \$72,012.93.

Ms. O'Bryan's resume is attached for the Board's review.

STAFF RECOMMENDATION:

Staff recommends confirmation of the appointment of Sabrina O'Bryan as Assistant County Manager effective December 17, 2007.

ATTACHMENTS:

1. Resume

Additionally Reviewed By: No additional reviews

Sabrina K. O'Bryan
3874 Kingston Oaks Cove
Oviedo, FL 32765

September 17, 2007

Cynthia A. Coto
County Manager
Seminole County Government
1101 E. First Street
Sanford, FL 32771

Dear Ms. Coto:

I am extremely interested in the Assistant County Manager position and the opportunity to work with the county management team.

As you will see on my enclosed resume, I have the organizational, project management, relationship building and supervisory skills necessary to excel in this position. I possess excellent listening and communication skills, which I have learned are essential to managing multiple priorities.

My experience in the private and public sector has prepared me for the professional and managerial quality work you are seeking for the position. If you have the opportunity to speak with current or previous co-workers and supervisors, I am confident you will discover I consistently reach beyond expectations.

I look forward to speaking with you further about the position and the opportunity.

Sincerely,

Sabrina K. O'Bryan

Enclosure

Sabrina K. O'Bryan

3874 Kingston Oaks Cove, Oviedo, FL 32765

(W) 407-665-7134 (C) 407-221-3783

- Objective** To utilize my project management, organizational and leadership skills to assist in the implementation of the county's vision and continue to build upon nine years of multi-departmental experience in Seminole County.
- Competencies**
- Analytical Thinking & Quality Decisions
 - Communication & Relationship Building
 - Creativity, Initiative & Versatility
 - Customer Focus & External Awareness
 - Integrity
 - Investigation & Research
 - Leadership & Teamwork
 - Organization & Project Management
- Experience** February 1998-Present Seminole County Government, Sanford FL
- Program Manager/Economic Development**
- Manage jobs growth incentive, business retention and outreach programs including long term project management and associated budgets
 - Implement strategic goals including the FTZ marketing materials and the Airport-City-County joint economic development strategy
 - Research, prepare and present statistical data and reports to the county management team, Board of County Commissioners and for use in the annual report, state of the county and bond presentations
 - Develop and monitor for performance all partnership agreements for example Metro Orlando EDC, SCC, and Orlando Sanford International Airport etc.
- Senior Coordinator-Customer Service Manager/Information Technologies**
- Set the example and guided the customer service operations team of seven toward the departments vision to provide excellent customer service
 - Implemented a cross training program for seven team members
 - Coordinated daily operations between teams
 - Collected and analyzed service statistics; adjusted operations as needed
 - Managed special projects including disaster recovery training and countywide software upgrades; which required collaboration with other teams and excellent project management skills to meet goals
 - Collaborated with departments countywide to mitigate technology issues at both staff and management levels
 - Successfully balanced multiple issues requiring immediate attention

**Experience
(continued)**

Technician/Information Services

- Provided first level technical support; utilized problem solving/trouble-shooting skills
- Liaison between County IT Department and external service providers
- Prepared written procedures and cross trained co-workers to improve service levels
- Monitored systems for performance and developed improved processes to maintain efficiency

Senior Staff Assistant/Environmental Services

- Responsible for the accurate generation of approximately 30,000 bills per month; reconciled \$2 million in revenue monthly
- Provided informal leadership to six member customer service team
- Created custom reports to streamline the process and exceed customer expectations
- Managed a major software program replacement project for our department

January 1996 – February 1998

KAISCO, Inc. Sanford, FL

Office Administrator/Independent Paint Jobber

- Coordinated daily operations to ensure excellent service, managed special projects and skills transfer to satellite office administrator

April 1992 – March 1995 American Automobile Association, Heathrow, FL

Specialist/Telecommunications

- Maintained call accounting system for over 140 departments and coordinated service with internal/external stakeholders

Education

Barry University, Miami, FL

- B.S. Professional Administration (GPA 3.564), 2005

**Additional
Qualifications**

- Casselberry Chamber, 2nd Vice President (2007)
- Oviedo-Winter Springs Chamber, Business Development Committee (2007),
- Seminole County Regional Chamber, Ambassador & IRL Committee (2006-2007)
- University of South Florida Economic Development Course (2006)
- Employee of the Month November (2006)
- Florida Leadership Summit (2005)
- Employee Suggestion Box Chair (2004-2005)
- Effective Supervisory Management Training Program (2003)
- 7 Habits of Highly Effective People (2002)
- Employee Academy Graduate (2001)
- Employee of the Year (2000)